

# School District Reporting Requirements

02/03/2014



Iowa Department of Education

## **Iowa Department of Education**

Grimes State Office Building  
Des Moines, IA 50319-0146



## **State Board of Education**

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## Background

The School District Reporting Requirement Task Force was established by HF 215 of the 2013 legislative session. Section 106 of HF 215 established the task force, required the Iowa Department of Education to compile a list of reports that school districts are required to submit to the department biennially or more frequently, and required the Department to submit the list to the task force for consideration.

The task force was then required to review the list of required reports and make a written recommendation to the State Board of Education to continue, modify, or eliminate each requirement by December 2, 2013. Upon review of the task force recommendations, the State Board was further required to choose which of the task force's recommendations for modification or elimination required changes to administrative rule or statute. The State Board was required to submit its findings and recommendations, along with plans for board action regarding administrative rule and recommendations for statutory changes, in a final report to the general assembly by February 3, 2014.

The following report contains the original recommendations of the task force, the plans and recommendations of the State Board of Education, the list of reports required by the Iowa Department of Education, including written justification for continuing, modifying, or eliminating each, and input gathered from additional stakeholders.

## **Task Force Membership**

K. John Casey, Math and Industrial Technology Teacher, Ogden Community School District, Ogden

Bobi Jo Friesen, General Music Teacher, Norwalk Community School District, Norwalk

Sam Miller, Superintendent, Solon Community School District, Solon

Patti Schroeder, Co-Director, Finance Support, Iowa Association of School Boards, Des Moines

Amy Williamson, Chief, Bureau of School Improvement, Iowa Department of Education, Des Moines (Task Force Chair)

## 2013 Meeting Schedule

| Date     | City       | Facility        | Time               |
|----------|------------|-----------------|--------------------|
| Sept. 24 | Des Moines | Grimes Building | 10:00 am – 2:00 pm |
| Nov. 14  | Des Moines | Grimes Building | 9:00 am – 4:00 pm  |
| Nov. 22  | Des Moines | Grimes Building | 9:00 am – 4:00 pm  |

In addition to in-person meetings, the task force collaborated via email and sent out a survey to stakeholders December 3-10.

## Executive Summary

The Iowa Department of Education compiled a list of 140 required reports, some of which are data collections that the Department uses to fulfill its own state or federal reporting requirements. Based on the recommendations of the Reporting Requirements Task Force, the Iowa State Board of Education recommends completely eliminating eight of the 137 reporting requirements (5.8%), modifying 41 of the requirements (29.9%), and continuing 88 of the requirements (64.2%).

The items the State Board recommends eliminating do not appear to be required by state or federal law or administrative rule. Of the items the State Board recommends modifying, the modifications generally require better technology or ease of use for the consumers. Of the items the State Board recommends continuing, the vast majority are required by federal code or regulation.

The task force based its initial recommendations on the following criteria, which were adopted by the State Board of Education:

1. Is the report or data collection required by federal law or regulation?
2. Is the report or data collection required by state law or administrative rule that requires no changes? (i.e. are there recommendations that we can make to alter the law or rule?)
3. Is the technology used for the collection of the information adequate?
4. What are the consequences of not collecting this information?
5. What is the method of submission of this report or information?
6. What is the user base for this report?

**Of the items the task force recommends continuing, the vast majority are required by federal code or regulation.**

After the task force members completed their initial recommendations, a survey was sent to five additional stakeholders recommended by each task force member. The content of the survey is provided in Appendix B, and the input provided by respondents is provided in Appendix C. Initial recommendation to continue, modify, or eliminate reports or details on the modifications were updated based on this additional input.

The full list of reports required by the Iowa Department of Education along with the task force recommendation for each report may be found in Appendix A. The following section contains general recommendations of the task force that apply to all reports and data collected by the Iowa Department of Education, regardless of the specific recommendations found in Appendix A of this report.

## Recommendations of the Task Force

The task force has several general recommendations to improve information collection at the Iowa Department of Education in addition to the specific recommendations to eliminate, modify, or continue each specific information collection listed in Appendix A. Specifically, the task force recommends that the State Board of Education and the General Assembly:

- 1) Advocate for and provide funding to the Department of Education to improving the technical capabilities of the Department. The Department is currently not capable of meeting the technical needs associated with the demands of information collection from districts and schools in a manner that is efficient. Appropriate uses of this funding may include upgrades to hardware and software and augmentation of programming staff.
- 2) Merge the system of special education compliance monitoring with the system of K-12 compliance monitoring to create one system and one place of reference for districts and schools.
- 3) Improve on the current system, or create one where it is lacking, for the multiple food and nutrition programs to make the collection of a large amount of data more efficient for schools.
- 4) Thoroughly test a new or updated electronic system extensively before opening it up to the field to avoid unnecessary system crashes or offline fixes during reporting periods.
- 5) Even for information collections that are continued, find ways to improve technology and reduce redundancies in all data and reporting required of districts and schools.
- 6) Continue to reduce burden on other agencies, including Area Education Agencies, as requirements placed on AEAs often result in requirements being placed on districts.
- 7) Cooperate with other state agencies and education partners, including the Iowa State Education Agency, School Administrators of Iowa, and the Iowa Association of School Boards, to make the most efficient use of information already gathered by one or more of these agencies.

## Recommendations and Plans of the State Board of Education

The State Board of Education accepted the task force’s general recommendations and adopted the specific recommendations in Appendix A with few modifications. Specifically, the State Board altered the task force’s recommendation for the following items:

| Item  | Task Force Recommendation | State Board Recommendation |
|---|---------------------------|----------------------------|
| OMB Circular A-133  | Eliminate                 | Continue                   |
| Student Curriculum Plan   | Eliminate                 | Continue                   |
| Certified Annual Report, Facilities, Elections and Sales Tax Report | Modify                    | Continue                   |
| Chapter 34 Institutions   | Modify                    | Continue                   |
| Data – Student Reporting in Iowa                                    | Modify                    | Continue                   |
| Fresh Fruit and Vegetable Program Monthly Reimbursement             | Modify                    | Continue                   |
| School Boards   | Modify                    | Continue                   |
| Special Education Supplement – LEAs and AEs                         | Modify                    | Continue                   |

The State Board’s decision to alter the recommendation on these items was based on the ability of the Iowa Department of Education to maintain compliance with state and federal law.

None of the State Board’s recommendations require changes to Iowa Code or Iowa Administrative Rule.

## Conclusion

The State Board's recommendations have been provided to the General Assembly and to the Director of the Iowa Department of Education. As none of the recommendations require legislative action, the Department will begin immediate action on those items that were recommended for elimination or modification that are at the agency's discretion.

The Department and the State Board of Education would like to thank the task force members for devoting their time to this effort.

# Appendices

## Appendix A: List of Reports

| Program  | Document   | Description   | Authority                    | Agencies Submitting  | Submission Frequency | Due Date   | Method  | Recommend | Reason   |
|--|--|---|------------------------------|--|----------------------|--|---|-----------|--|
| 21st Century Community Learning Centers (Title IV B, After school) | Year End 21st Century Program Survey                               | Online program survey   | DE required                  | grantees for 21st CCLC Grant                                 | Annually             | Date varies- Due in the Fall of each year                        | electronic submission   | Eliminate | Not required by law and is possible this information is available elsewhere  |
| ARRA and Ed Jobs quarterly 1512 reporting                          | ARRA Quarterly Reporting. State web site dedicated to that purpose | They must indicate amount expended, work done over the course of the quarter, any subcontracts they issued, and jobs funded with the money. | Section 1003 of ARRA Statute | AEAs; districts  | Quarterly            | Five days after the end of each quarter                          | There is a state web site specifically designed for this purpose. | Eliminate | ARRA and Ed Jobs reporting are complete and should be eliminated as soon as possible   |
| CDC grant - 1308 funding AIDs Prevention                           | School Health Profile  | school principals and lead health instructors complete a questionnaire on policies and practices related to health topics                   | DE required                  | Other: a selected sample of schools are asked to participate | every other year     | Profiles is administered in the even years, 2013-2014, 2015-2016 | hard copy by mail   | Eliminate | There does not appear to be a state or federal requirement to collect this information, and the task force cannot determine the need for the collection. |
| CDC grant - 1308 funding AIDs Prevention                           | Youth Risk Behavior Survey (YRBS)                                  | schools administer a questionnaire to a sample of high school students  | DE required                  | Other: a selected sample of schools are asked to participate | every other year     | YRBS is administered in the odd years, 2012-2013, 2014-2015      | hard copy by mail   | Eliminate | There does not appear to be a state or federal requirement to collect this information, and the task force cannot determine the need for the collection. |

| <b>Program</b>  | <b>Document</b>                            | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b>  | <b>Submission Frequency</b>  | <b>Due Date</b>                          | <b>Method</b>  | <b>Recommend</b> | <b>Reason</b>   |
|---|--|---|------------------|---|--|--|----------------|------------------|---|
| Drinking Driver Education Program   | Quarterly Report                           | A listing of all students that have attended the drinking driver program for the quarter              | DE required      | public schools; community colleges; Private Substance Abuse Treatment agencies that provide the drinking driver program | Quarterly  | within 30 days of the end of the quarter | Email          | Eliminate        | There does not appear to be any state or federal requirement for this report.   |
| Executive Team for the Deaf and Hard of Hearing or Leadership Team for the Blind and the Deaf | typically it is called DHH Data. It varies | Specific student disability count matched with achievement data and IEP services data.                | DE required      | typically AEAs plus Des Moines and Iowa School for the Deaf   | as needed or requested by the Executive Team for the Deaf and Hard of Hearing. Usually not more than yearly. | Varies. The due date is on the request.  | Electronically | Eliminate        | This can likely be collected by pulling the information from the IEP data system. If it cannot, try to find a way to get it that does not entail asking for double entry. |
| Individuals with Disabilities Education Act Part C  | Year-End Report                            | Report on improvement activities for all compliance and results indicators for federal Part C SPP/APR | IAC 281-120.720  | AEAs  | Annually   | July 31                                  |                | Eliminate        | This is not required by state or federal code   |

| Program                               | Document  | Description   | Authority   | Agencies Submitting       | Submission Frequency | Due Date                                   | Method           | Recommend | Reason  |
|---------------------------------------|---|---|-------------|---------------------------|----------------------|--|------------------|-----------|---|
| Statewide Voluntary Preschool Program | Student Reporting in Iowa DE uses this information to generate an annual legislative report regarding the Statewide Voluntary Preschool Program. This report is not required by law but requested by legislators. Kindergarten Literacy Assessment Preliminary Report and the Condition of Education Report | Student Reporting in Iowa-Specific student population count, no proposed budget and expenditures, no corrective action plan | DE required | districts; public schools | Biannually           | student reporting in Iowa: fall and spring | Electronicall y. | Eliminate | This report appears to be a request from the legislature, not required by code. |

| <b>Program</b>    | <b>Document</b>   | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b> | <b>Submission Frequency</b>   | <b>Due Date</b>   | <b>Method</b> | <b>Recommend</b> | <b>Reason</b>  |
|-------------------|---|---|------------------|----------------------------|---|---|---------------|------------------|--|
| AEA Accreditation | AEA Continuous Improvement and Accreditation Early ACCESS/Part C Self-Study | This is a self study each AEA completes prior to the start of the AEA Accreditation Process to indicate how Early ACCESS addresses each of the 8 standards from IAC 281—72. | IC 273.10        | AEAs                       | Once every 5 years or any time the agency is involved in the accreditation process. | Approximately one month prior to start of AEA Accreditation Process | Electronic    | Modify           | we believe there is a more efficient and effective way to collect this information |

| Program                       | Document  | Description   | Authority   | Agencies Submitting | Submission Frequency  | Due Date  | Method     | Recommend | Reason  |
|-------------------------------|---|---|---|---------------------|---|---|------------|-----------|---|
| AEA Accreditation             | AEA Continuous Improvement and Accreditation Special Education Self-Study | This is a self study each AEA completes prior to the start of the AEA Accreditation Process to indicate how the Special Education Division of the agency addresses each of the 8 standards from IAC 281—72.   | IC 273.10   | AEAs                | Once every 5 years or any time the agency is involved in the accreditation process. | Approximately one month prior to start of AEA Accreditation Process | Electronic | Modify    | we believe there is a more efficient and effective way to collect this information  |
| Certified Annual Report (CAR) | 20XX Upload and Reports   | Financial Chart of Accounts Upload, including Nonprofit School Organization Financial Information. The CAR also flows to the Transportation Annual Report; School Level Expenditures; Facilities, Elections and Sales Tax data collections. Data is used by the Department of Management for budgets, Legislative required fiscal notes, SBRC, Condition of Education, and the State Appeals Board. This application needs to be filed timely for many state funding streams. This application and the CAR - 20XX COA Test Records was previously vetted with stakeholder focus groups and found to be appropriate. used to compute indirect cost rates used for all Federal programs, MOE for ESEA programs, including Title Programs, Impact Aid, and Indian Education, completing Federally required NPEFS, F-33 and | IC 291.10, 267.9(18), 279.62, 256.9(19), 257.31(11), 11.6(1) etc.; Federal Register, OMB No. 0607-700; OMB: 1850-0067 | AEAs; districts     | Annually  | September 15  | DE Portal  | Modify    | Information in the CAR is required for purposes of state law compliance and funding. The task force does not recommend eliminating the nonprofit school org form. Changes: Program for all errors to show up at once if possible. |

| Program                       | Document           | Description   | Authority      | Agencies Submitting | Submission Frequency | Due Date                | Method            | Recommend | Reason                                  |
|-------------------------------|--------------------|---|----------------|---------------------|----------------------|-------------------------|-------------------|-----------|---|
|                               |                    | NEA reporting. The NPEFS is also used to determine the amount of Federal funds Iowa and its districts and AEAs receive.                       |                |                     |                      |                         |                   |           |   |
| Certified Annual Report (CAR) | Tuition In Billing | School Districts and AEAs utilize the billing program to invoice the costs for providing special education services to the sending districts. | IC 257.31(14 ) | AEAs; districts     | Biennially           | February 15 and July 15 | Through DE Portal | Modify    | the technology can be improved for this |

| <b>Program</b> | <b>Document</b>                       | <b>Description</b>          | <b>Authority</b> | <b>Agencies Submitting</b>         | <b>Submission Frequency</b>                                 | <b>Due Date</b>    | <b>Method</b>    | <b>Recommend</b> | <b>Reason</b>   |
|----------------|---------------------------------------|-----------------------------|------------------|------------------------------------|---|--------------------|------------------|------------------|---|
| C-Plan         | Annual Progress Report                | reporting achievement data  | IAC 281-12.8(3)  | public schools;<br>private schools | Annually  | September 15, 2013 | Education Portal | Modify           | These data are available in multiple places. Eliminate redundancies in what is asked. Simplify certification process.   |
| C-Plan         | Comprehensive School Improvement Plan | School Improvement Planning | IAC 281-12.8(1)  | public schools;<br>private schools | Annually approve assurances, update text once every 5 years | September 15, 2013 | Education Portal | Modify           | Remove redundant questions between CSIP and other items in the C-Plan. Improve technology of C-Plan so that it works better, items are pre-populated where possible, etc. |

| <b>Program</b> | <b>Document</b> | <b>Description</b>   | <b>Authority</b>           | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b>                                | <b>Recommend</b> | <b>Reason</b>   |
|----------------|-----------------|--|----------------------------|----------------------------|-----------------------------|-----------------|--|------------------|---|
| Data           | Fall BEDS       | Fall BEDS is a mix of collections to meet a variety of needs. For example, class size report is required by Iowa Code.                   | various state and federal  | districts & non publics    | Annually                    | November 1      | Electronic collection through the DE portal. | Modify           | Eliminate redundancies within BEDS and across data reporting requirements.  |
| Data           | Fall BEDS staff | Used to meet Title IIa - highly qualified  | various state and federal  | districts                  | Annually                    | October 15      | This is an annual collection.                | Modify           | Modify to collect only required information and make more efficient. Inability to enter data until flagged items are cleared prevents districts from completing submission information. |
| Data           | Spring BEDS     | Spring BEDS is a mix of collections to meet a variety of needs. For example, teacher and principal evaluations is required by the US DE. | IC 279.10, IAC 281-12.5(5) | districts                  | Annually                    | Mid June        | Electronic.                                  | Modify           | Eliminate redundancies within BEDS and across data reporting requirements.  |

| <b>Program</b>     | <b>Document</b>  | <b>Description</b>  | <b>Authority</b>   | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b>  | <b>Method</b>               | <b>Recommend</b> | <b>Reason</b>   |
|--------------------|--|---|--------------------|----------------------------|-----------------------------|--|-----------------------------|------------------|---|
| Dropout Prevention | Modified Allowable Growth Application for Dropout Prevention | Form 2 - student count<br>Form 3 - program descriptions, results, PD (new and former)<br>Form 4 - Budget Proposals<br>Form 6 - Certification page | IC 257.38 - 257.41 | districts                  | Annually                    | Dec 15 - Application Due to DE<br>Jan 15 - All applications have to be reviewed and approved or sent back to districts with comments<br>Feb 1 - all changes/amendments completed | online - EdInfo application | Modify           | Does the collection need to be as extensive as it is? |

| <b>Program</b>   | <b>Document</b>  | <b>Description</b>   | <b>Authority</b>                                    | <b>Agencies Submitting</b>  | <b>Submission Frequency</b> | <b>Due Date</b>  | <b>Method</b>                 | <b>Recommend</b> | <b>Reason</b>                              |
|--|--|--|---|---|-----------------------------|--|-------------------------------|------------------|--|
| Educational Programs and Services for Pupils in Juvenile Homes   | Shelter/Detention Educational Program Provision        | Program Description, class sizes, staffing                               | IAC 281 - 63.3                                      | AEAs  | Annually                    | Jan 1 - Jan 1 prior to providing program<br>Feb 1 - Review and approve or return for corrections | Hard copy - via mail or email | Modify           | collect by some means other than hard copy |
| Individuals with Disabilities Education Act Part B, Sections 611 and 619, Part C                       | Quarterly Report of Expenditures and Request for Funds | Reports expenditures of approved project budget under the IDEA programs  | Cash Management Improvement Act                     | AEAs; State Operated Programs in Dept of Human Services, Board of Regents and Dept of Corrections | Quarterly                   | 45 days following the end of the quarter   | Electronic (Excel) or by mail | Modify           | improve method of submission               |
| Individuals with Disabilities Education Act Part B, Sections 611 and 619; Part C, Infants and Toddlers | Year End Report for IDEA Programs                      | Reports actual expenditures of approved budget and activities conducted. | USC 20 1411-1420<br>USC 1471-1485; 34 CFR 300 & 303 | AEAs  | Annually                    | 60 days following the end of the project period, (end of August annually)                        | Electronic (Excel) or by mail | Modify           | improve method of submission               |

| <b>Program</b>   | <b>Document</b>                             | <b>Description</b>   | <b>Authority</b>  | <b>Agencies Submitting</b>  | <b>Submission Frequency</b> | <b>Due Date</b>      | <b>Method</b>                                 | <b>Recommend</b> | <b>Reason</b>                       |
|--|---|--|---|---|-----------------------------|----------------------|---|------------------|-------------------------------------|
| Individuals with Disabilities Education Act Parts B, Sections 611 and Section 619, Part C, Infants & Toddlers Program and Early ACCESS | Application for IDEA Funding                | Identifying applicant information, proposed budget and personnel to be supported and description of the activities to be supported, and required Assurances from the applicant agency.   | 20 USC (1411-1420) 20 USC (1471-1485); 34CFR 300.200-213, CFR 34, Part 76 | AEAs; State Operated Programs in Dept of Human Services, Board of Regents and Dept of Corrections                               | Annually                    | between May and June | Electronic (Word doc) or by mail              | Modify           | improve method of submission        |
| Individuals with Disabilities Education Act Part C   | Service Coordination Training Verification  | Each Early ACCESS region and signatory agencies who provide service coordination must update the spreadsheet to accurately list all of their active service coordinators and the date they were verified as being trained. They must also submit the verification form for any newly trained service coordinators. | IAC 281-120.34(5)   | AEAs; signatory agencies who provide service coordination (Child Health Specialty Clinics and Iowa Department of Public Health) | Annually                    | October 1            | Each AEA emails the information.              | Modify           | Update method of collection.        |
| Iowa Practitioner Preparation  | Iowa Practitioner Preparation Annual Report | Information on Practitioner Preparation Program  | IAC 281-79  | public schools; private schools; IHE's only   | Annually                    | late April           | Electronically through the Department portal. | Modify           | Eliminate redundancies in reporting |

| Program  | Document   | Description  | Authority   | Agencies Submitting | Submission Frequency | Due Date  | Method              | Recommend | Reason   |
|--|--|--|---|---------------------|----------------------|---|---------------------|-----------|--|
| K3 Innovative Grant for At-Risk Students       | End Of Year Report   | Final expenditures, evaluation of program goals, data  | IAC 281.65.12(279)  | public schools      | Annually             | June 15   | hard copy and email | Modify    | Do not require hard copy                                     |
| K-3 Innovative Grant for At-Risk Students      | Budget expenditures  | Detailed budget expenditures are required 3 times  | DE required   | public schools      | Quarterly            | When grant agreement is signed and returned (Sept.)<br>January<br>June 30 | hard copy and email | Modify    | Do not require hard copy; why are expenditures quarterly?    |
| K-3 Innovative Grant for At-Risk Students      | K-3 Innovative Grant for At-Risk Students                                | goals, implementation plan, proposed budget  | IAC 281-65.9 (279)(1)   | public schools      | Annually             | March 1   | hard copy and email | Modify    | do not require hard copy                                     |
| McKinney-Vento Education for Homeless Children | McKinney-Vento Homeless Education End-of-Year Report (sub-grantees only) | Program information, student counts, federal category of data that is not collected on the SRI currently, Transportation information, Budget information, evidence of use of funds, Coordination with Title I program, other homeless liaison documentation of programs. | McKinney-Vento Homeless Assistance Act of 2001 - Title I X, Part C of NCLB, Sec 723 | districts           | Annually             | June 30 or after the final day of school in the academic year.            | electronic          | Modify    | Please combine with another data collection to reduce burden |

| <b>Program</b>                                    | <b>Document</b>   | <b>Description</b>   | <b>Authority</b>  | <b>Agencies Submitting</b>    | <b>Submission Frequency</b>  | <b>Due Date</b>  | <b>Method</b>  | <b>Recommend</b> | <b>Reason</b>  |
|---|---|--|---|-------------------------------|--|--|--|------------------|--|
| McKinney-Vento Education for Homeless Children    | McKinney-Vento School Programs and Support Services for Homeless children & Youth Grant Application | The competitive sub-grant program is awarded to grant applicants in competitive nature. Sub-grantees must use awarded funds according to the sub-grant rules and the approved activities in the application. | McKinney -Vento Homeless Assistance Act of 2001 - Title I X, Part C of NCLB, Sec 723          | districts                     | Initial application and approval is every 3 year/ activities approved annually | Grant process is in the spring semester. awards continue for three school years. | The document is received hard copy by mail during open grant application period. | Modify           | Please collect electronically rather than hard copy. |
| Office for Civil Rights Methods of Administration | Educational Equity Review for School Districts Equity Data Table                                    | Student and staff level data disaggregated by race, gender, disability, socioeconomic status, first language, and school building accessibility status.  | Title IX, Title VI, Section 504, OCR Guidelines   | districts; community colleges | As needed when selected to receive a focused equity visit                      | Two weeks prior to equity visit  | It is uploaded to a Google Site established for document review                  | Modify           | collect by some means other than hard copy           |
| Office for Civil Rights Methods of Administration | Equity Voluntary Compliance Plan  | Compliance plan to address areas of noncompliance found during focused equity visit.   | ADA Part 35, 34 C.F.R. Part 100, 34 Part 106, 34 C.F.R. Part 104, 45 C.F.R Part 80 Appendix B | districts; community colleges | As needed if selected to receive a focused equity visit                        | Within 60 calendar days after receiving the Equity Letter of Findings            | Either by hard copy in mail or by electronic copy by email                       | Modify           | collect by some means other than hard copy           |

| <b>Program</b>                      | <b>Document</b>   | <b>Description</b>  | <b>Authority</b>     | <b>Agencies Submitting</b>                                      | <b>Submission Frequency</b>   | <b>Due Date</b>  | <b>Method</b>                 | <b>Recommend</b> | <b>Reason</b>   |
|-------------------------------------|---|---|----------------------|---|---|--|-------------------------------|------------------|---|
| Out of State Placement              | Initial Student Application for Out of State Placements Continued; Request for Out of State Replacements      | Request for individual students to be placed out of state   | IAC 281 - 41.116(5)  | AEAs; districts   | when needed   | Prior to placement of a student in an out of state placement (whether by IEP or Court) | Hard copy - via mail or email | Modify           | Try to simplify method of transmission/colle ction  |
| Out of State Placement              | Out of State Private Facility Application for Approval to Provide Special Education Services to Iowa Students | Students with IEPs who are served in residential or day programs that are located outside of Iowa's borders, the facility must submit an application to the State for approval in serving Iowa students with IEPS | IAC 281 - 41.116(6)  | Private Special Education Schools/Programs Located out of state | upon first request to provide services and renewal required every 3 years | Prior to providing any special education services to Iowa students                     | Hard copy - via mail or email | Modify           | Try to simplify method of transmission/colle ction  |
| Para-educator Certification Program | Annual Report   | To provide data about the number of courses offered, the method of delivery, and the number of individuals that have been certified.  | IAC 281- 80.11(272 ) | AEAs; community colleges; IHEs                                  | Annually  | September 30, 2013   | attached to an email          | Modify           | is it possible to streamline this process or make it more effective in any way? We agree it is a necessary report |

| <b>Program</b>                        | <b>Document</b>                                 | <b>Description</b>   | <b>Authority</b>                     | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b>         | <b>Recommend</b> | <b>Reason</b>               |
|---------------------------------------|---|--|--------------------------------------|----------------------------|-----------------------------|-----------------|-----------------------|------------------|-----------------------------|
| Special Education Weighted Enrollment | "Certification of Special Education Enrollment" | As indicated in Code 273.5 and 256B.9 count of children requiring special education in each school district in Iowa. | IC 273.5, 256B; IAC 281-41.402(1)(e) | AEAs                       | Annually                    | December 15     | Electronic file (dbf) | Modify           | update method of submission |
| Title I                               | Migrant Education Program application           | Services, budget, staffing   | Title I Part C                       | districts                  | Annually                    | September 1     |                       | Modify           | update method of submission |

| Program                   | Document   | Description  | Authority                              | Agencies Submitting                                     | Submission Frequency                               | Due Date  | Method                             | Recommend | Reason   |
|---------------------------|--|--|--|---|--|---|------------------------------------|-----------|--|
| Title I                   | Migrant Education Program end-of-year report         | Students served, services  | Title I Part C                         | districts   | Annually   | September 1   |                                    | Modify    | update method of submission  |
| Title I                   | Supplemental Education Services End-of-Year report   | Students served, minutes served  | Title I 1116(e)                        | districts; SES providers                                | Annually   | June 1  |                                    | Modify    | update method of submission  |
| Title I                   | Supplemental Education Services Provider application | Services   | Title I, Section 1116(e)               | For-profit and non-profit organizations                 | Biennially   | April 1   |                                    | Modify    | update method of submission  |
| Title I Part A            | Title I application                                  | Programming, budget, staffing  | P.L. 107-110 (NCLB)                    | districts   | Annually   | September 15  |                                    | Modify    | update method of submission  |
| Title I Part D, Subpart 1 | Annual Application                                   | Student demographics, Assurances, Program description, proposed budget; Final expenditures   | ESEA Title I, Part D, Subpart 1 § 1411 | Department of Corrections; Department of Human Services | Annually   | September 30 and July 30                                    | Hard copies                        | Modify    | update method of submission  |
| Title III                 | Corrective Action Plan                               | Subgrantees (AEAS and 3 Districts) that do not "meet" Annual Measurable Achievement Objectives (AMAOs) must submit a corrective action plan in years 2 and 4 of consecutive missed AMAOs | Title III                              | AEAs; districts   | In years 2 and 4 of "not met" status consecutively | within 30 days of notification that they did not meet AMAOs | Hard Copy and Electronic via email | Modify    | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |

| <b>Program</b> | <b>Document</b>                                  | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b>                      | <b>Recommend</b> | <b>Reason</b>  |
|----------------|--|---|------------------|----------------------------|-----------------------------|-----------------|------------------------------------|------------------|--|
| Title III      | End of Year Data Report Immigrant Grant          | Same as Title III Subgrant EOY report   | Title III        | districts                  | Annually                    | August 31       | Hard Copy and Electronic via email | Modify           | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |
| Title III      | End of Year Data Reports for Title III Subgrants | Final report requires reporting on the status of meeting goals, objectives and outcomes of the initial application as well as provide a final budget report | Title III        | AEAs; districts            | Annually                    | August 31       | Hard Copy and Electronic via email | Modify           | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |
| Title III      | End of Year Report Corrective Action             | Same as the Title III EOY Subgrant report requirements  | Title III        | AEAs; districts            | Annually                    | August 31       | Hard Copy and Electronic via email | Modify           | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |

| <b>Program</b>                       | <b>Document</b>  | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b>              | <b>Submission Frequency</b> | <b>Due Date</b>   | <b>Method</b>                         | <b>Recommend</b> | <b>Reason</b>  |
|--------------------------------------|--|---|------------------|---|-----------------------------|---|---------------------------------------|------------------|--|
| Title III                            | LAU/ELL Plan is submitted with the C-Plan but not directly submitted to me                   | Districts are required to have a plan in place to meet the educational needs of English Language Learners regardless of whether or not the district has any LEP students identified. The plan template is lengthy but can be accessed within the C-Plan | Title III        | districts; accredited nonpublic schools | Annually                    | with C-Plan   | Hard Copy and Electronic via email    | Modify           | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |
| Title III, English Language Learners | Immigrant Grant Application  | Same as the Title III Subgrant  | Title III        | districts                               | Annually                    | Upon initial notification of qualification of Immigrant funding. Approximately September 15th | Submitted as an upload with the Cplan | Modify           | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |
| Title III, English Language Learners | Title III Sub-Grant Application (only AEAs and 3 districts are eligible for the sub-grants). | Application outlines the goals, objectives, activities and outcomes expected in relation to the allocation. A budget with specific line items is required in the application  | Title III        | districts                               | Annually                    | Upon initial allocation notification (approximately September 15th)                           | Email attachment                      | Modify           | Put all Title III requirements together in one application or in another current collection where they are a logical addition rather than separate requirements. |

| <b>Program</b>   | <b>Document</b>  | <b>Description</b>                               | <b>Authority</b>  | <b>Agencies Submitting</b>  | <b>Submission Frequency</b> | <b>Due Date</b>  | <b>Method</b>                   | <b>Recommend</b> | <b>Reason</b>  |
|--|--|--|---|---|-----------------------------|--|---------------------------------|------------------|--|
| USDA Foods   | Department of Defense Fresh Fruit and Vegetable Allocation | dollars to be allocated to this program          | To determine the dollar value that School Food Authorities would like to allocate to this program (from their USDA Foods Entitlement Budget). | only those public schools, private schools and AEAs who elect to participate in this program are required to submit | Annually                    | December   | By email                        | Modify           | Is there a more efficient way to collect this rather than email? |
| 21st Century Community Learning Centers (Title IV B, After school) | Local evaluation   | Previous school year program progress evaluation | Grantees are required to have a local evaluation per the 21st CCLC grant  | grantees for 21st CCLC Grant  | Annually                    | We collect between August and October with October 31 being the deadline | electronic submission via email | Continue         | Required by federal grant  |

| Program  | Document  | Description   | Authority                                  | Agencies Submitting  | Submission Frequency   | Due Date  | Method                                   | Recommend | Reason                    |
|--|---|---|--|--|--|---|--|-----------|---------------------------|
| 21st Century Community Learning Centers (Title IV B, After school) | PPICS -federal online data reporting site- Profile and Performance Information Collection System (PPICS)<br><a href="http://ppics.learningpt.org/ppicsnet/public/default.aspx">http://ppics.learningpt.org/ppicsnet/public/default.aspx</a> | Student attendance, Achievement data from after school program  | Required by the Federal Grant (Title IV B) | Only Grantees (public, private and community based groups) | Annually   | Site is open August until December. Grantee Profile needs completion by Dec 6th | electronic submission to online database | Continue  | Required by federal grant |
| AEA Accreditation  | AEA Continuous Improvement and Accreditation Agency Self-Study  | This is a self study each AEA completes prior to the start of the AEA Accreditation Process to indicate how the agency addresses each of the 8 standards from IAC 281—72. | IC 273.10                                  | AEAs   | Once every five years or when the AEA is up for accreditation. | Approximately one month prior to start of AEA Accreditation Process             | Electronic                               | Continue  | Required by Iowa Code     |

| Program                 | Document                           | Description  | Authority  | Agencies Submitting | Submission Frequency   | Due Date  | Method   | Recommend | Reason                |
|-------------------------|------------------------------------|--|--|---------------------|--|---|--|-----------|-----------------------|
| Area Education Agencies | AEA Annual Progress Report         | Each AEA must annually report on the progress on its agency wide goals and Indicators of quality.  | IAC 281-72.10(2)                                 | AEAs                | Annually   | February 1  | Electronic   | Continue  | Required by Iowa Code |
| Area Education Agencies | AEA Comprehensive Improvement Plan | The school year following an AEA's Accreditation Visit the agency must submit a 5 year plan for improvement based on student, district, school and customer data and the accreditation report. This plan must include Needs Assessment, Needs Assessment Summary, Agency-wide Goals, Services, Action Plans, and Provisions for Management Services. | IAC 281--72.9                                    | AEAs                | Once every 5 years following the granting of continued accreditation | April 1 the following the State Board's granting of continued accreditation | Electronic   | Continue  | Required by Iowa Code |
| Budget                  | AEA Budget                         | annual budget estimating income and expenditures   | IC 273.3(12), 273.23(5), 282.31, IAC 281-99.2(2) | AEAs                | Annually   | February 10 to DE, March 15 to State Board                                  | Currently sent as an attachment to email in Excel. A few years ago an electronic report was started but it still remains | Continue  | Required by Iowa Code |

| Program                        | Document                                     | Description  | Authority  | Agencies Submitting  | Submission Frequency | Due Date     | Method  | Recommend | Reason                    |
|--------------------------------|--|--|--|--|----------------------|--------------|---|-----------|---------------------------|
|                                |  |  |  |  |                      |              | unfinished and in testing.                                  |           |                           |
| Budget                         | Juvenile Home Program Budget                 | budgeted number of teachers, aides, ADM, and classrooms for each juvenile home shelter and detention   | IC 282.31; IAC 281-63.19, 281-63.3(1)              | AEAs   | Annually             | January 1    | Department portal   | Continue  | Required by Iowa Code     |
| Career and Technical Education | End of Grant Report                          | End of grant reports for 1) Perkins grant to support Career & Technical Student Organizations; 2) Perkins grant to support the Iowa Industrial Education Association. These end of grant documents report on the activities that recipients were involved in to improve teaching and learning. | Requirements stipulated within the grant contract. | Grant recipients   | end of grant         | end of grant | Attachment to the grant (electronic) via IowaGrants system. | Continue  | Required by grant process |
| Career and Technical Education | Perkins Basic Continuation Grant - Secondary | contact information; proposed budget, proposed performance levels for required indicators; corrective actions related to missed performance indicators; assurances   | Perkins, Title I, Part C, §134                     | Consortia of districts for which the submitting agency (fiscal agent) could be a district, AEA, or community college | Annually             | June 1, 2013 | IowaGrants system (electronic submission)                   | Continue  | Required by federal grant |

| Program                        | Document   | Description  | Authority   | Agencies Submitting | Submission Frequency | Due Date  | Method            | Recommend | Reason                     |
|--------------------------------|--|--|---|---------------------|----------------------|---|-------------------|-----------|----------------------------|
| Career and Technical Education | Update Program of Study Linkage                                | Update/verify progress on addressing required components of CTE programs of study  | Perkins, Title I, Part C, §134(B)(3); Iowa Perkins IV State Plan, state response to II.A.2.b                        | public schools      | Annually             | September 1   | Department portal | Continue  | Required for federal grant |
| Career and Technical Education | Update/approve Courses in Program Confirm Next Year's Programs | Identify the courses comprising the current year's active local CTE programs (connects to information reported through the Winter SRI file). Indicate anticipated CTE program changes for the upcoming year  | IC 256; IC 258; IAC 281-12.5(256)(5)(i); IAC 281-46.4(258); IAC 281-46.7(258)(4); Perkins, Title I, Part C, §113(4) | districts           | Annually             | January 31 (update courses); September 1 (confirm next year's programs) | Department portal | Continue  | Required for federal grant |
| Career and Technical Education | Update/approve Students in Program (verify CTE students)       | Verify students enrolled in reported CTE programs (pulled from winter SRI file); indicate those assessed for technical skill proficiency, indicate those determined to be proficient, indicate whether the student is a single parent; indicate whether the student is part of a career and technical student organization | IC 258; IAC 281-46.4(258); IAC 281-46.7(258)(4)   | districts           | Annually             | June 15   | Department portal | Continue  | Required for federal grant |

| <b>Program</b> | <b>Document</b> | <b>Description</b> | <b>Authority</b> | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b> | <b>Recommend</b> | <b>Reason</b> |
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|                |                 |                    |                  |                            |                             |                 |               |                  |               |

| Program   | Document                                    | Description  | Authority                                 | Agencies Submitting   | Submission Frequency | Due Date  | Method                      | Recommend | Reason                |
|---|---|--|---|---|----------------------|---|-----------------------------|-----------|-----------------------|
| Certified Annual Report (CAR)   | Facilities, Elections, and Sales Tax Report | Education Facility Replacement Costs, Voter-Approved Physical Plant and Equipment Levy Elections, Bond Issue Elections, and SAVE/SILO reporting as required by HF2531. | IAC 281-99.2; Sales Tax Reporting HF 2531 | AEAs (AEAs submit "Education Facility Replacement Costs" only); districts | Annually             | September 30, 2013  | EdInfo or Department portal | Continue  | Required by Iowa Code |
| Chapter 34 Institutions (Funding for Children Residing in State Institutions) | Proposed Educational Program                | General education content standards - in accordance with ch 12 special education services in accordance with ch 41 procedures for transitioning students               | IAC 281 - 34.5 (218)                      | DHS state facilities providing the education on institution campus        | Annually             | Jan 1 - proposal due Jan 1 before program to be provided (1-1-13 for the 13-14) | Email                       | Continue  | Required by Iowa Code |

| Program                                   | Document                 | Description  | Authority           | Agencies Submitting                           | Submission Frequency | Due Date   | Method     | Recommend | Reason                     |
|---|--------------------------|--|---------------------|---|----------------------|--|------------|-----------|----------------------------|
|   |                          |  |                     |   |                      | school year)<br>February 1<br>- all programs must be reviewed and approved or returned for changes |            |           |                            |
| Charter Schools                           | Year End Data Report     | Self reporting of data showing progress on individual charter goals.                                   | IC 256F; IAC 281-68 | public schools                                | Annually             | September  | Email      | Continue  | Required by Iowa Code      |
| Child and Adult Care Food Program (CACFP) | Center Institution Claim | submit expenditures for food and the number of reimbursable meals and snacks by site for reimbursement | 7 CFR 226           | other: Child Care centers and Center sponsors | monthly              | the 15th of each month   | electronic | Continue  | Required for federal grant |

| <b>Program</b>                            | <b>Document</b>                | <b>Description</b>   | <b>Authority</b> | <b>Agencies Submitting</b>                                      | <b>Submission Frequency</b> | <b>Due Date</b>  | <b>Method</b> | <b>Recommend</b> | <b>Reason</b>              |
|---|--------------------------------|--|------------------|---|-----------------------------|--|---------------|------------------|----------------------------|
| Child and Adult Care Food Program (CACFP) | Center Institution Application | institution profile, authorized signers, contacts, ethnic and racial data, center site info, management plan which demonstrates financial viability, administrative capability and program accountability, center institution budget | 7 CFR 226        | other: Child Care centers and Center sponsors                   | annually                    | October 1st  | electronic    | Continue         | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Corrective Action Plan         | a response to review findings to demonstrate how corrections will be made  | 7 CFR 226        | other: Child Care centers and Center sponsors and Home Sponsors | as needed                   | reviews are at minimum every 2-3 years, additional reviews can be scheduled more frequently .  | electronic    | Continue         | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Expansion Grant                | Proposed budget, monthly invoices, approved by program consultant and bureau director  | 34 CFR 256       | Day care home sponsor   | Monthly                     | It is received mid-month for the previous month's activity. I process the claim. It is reported on the quarterly financial report (FNS-777) submitted to FNS-USDA. | by e-mail     | Continue         | required for federal grant |

| <b>Program</b>                            | <b>Document</b>           | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b>           | <b>Submission Frequency</b> | <b>Due Date</b>                       | <b>Method</b>                                  | <b>Recommend</b> | <b>Reason</b>              |
|---|---------------------------|---|------------------|--------------------------------------|-----------------------------|---------------------------------------|--|------------------|----------------------------|
| Child and Adult Care Food Program (CACFP) | Home Provider Application | submit general contact information and DHS Registration info  | 7 CFR 226        | Other: CACFP Day Care Home Providers | annually                    | varies based on program starting date | electronic                                     | Continue         | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Home Provider Claim       | enrollment numbers, attendance, days served, number of reimbursable meals and snacks and tier eligibility   | 7 CFR 226        | Other: CACFP Day Care Home Providers | monthly                     | the 15th of the month                 | electronic as a part of the Home Sponsor claim | Continue         | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Home Sponsor Application  | management plan Part A operational info - number of homes sponsored, staffing, training, and part B budget with significant contracts, job descriptions, policies, indirect rate attached | 7 CFR 226        | Other: CACFP Home Sponsor            | annually                    | August or September                   | electronic                                     | Continue         | required for federal grant |

| Program                                   | Document                           | Description  | Authority  | Agencies Submitting  | Submission Frequency | Due Date  | Method               | Recommend | Reason                     |
|---|------------------------------------|--|--|--|----------------------|---|----------------------|-----------|----------------------------|
| Child and Adult Care Food Program (CACFP) | Home Sponsor Claim                 | expenses and incomes reported for reimbursement  | 7 CFR 226  | Other: CACFP Home Sponsors   | monthly              | the 15th of the month   | electronic           | Continue  | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Licenses                           | submit license issued by DHS   | 7 CFR 226  | other: Child Care centers and Center sponsors                        | prior to expiration  | every 1-3 years   | faxed                | Continue  | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Monthly reimbursement claims CACFP | They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed. | 7 CFR 226 for monthly & 34 CFR 256 for quarterly | AEAs; Child Care Centers; Day Care Home Sponsors; Adult Care Centers | Monthly              | by 15th of month so that I can process payments and then in turn the CACFP FNS-44 Reports can be submitted to USDA monthly; quarterly financial reports (FNS-777) regarding this grant are also prepared and sent to FNS-USDA | online thru CNP 2000 | Continue  | required for federal grant |

| <b>Program</b>                            | <b>Document</b>             | <b>Description</b>   | <b>Authority</b>                      | <b>Agencies Submitting</b> | <b>Submission Frequency</b>       | <b>Due Date</b> | <b>Method</b>  | <b>Recommend</b> | <b>Reason</b>              |
|---|-----------------------------|--|---------------------------------------|----------------------------|-----------------------------------|-----------------|--|------------------|----------------------------|
| Child and Adult Care Food Program (CACFP) | New participant             | complete a financial questionnaire, submit non-profit IRS document                                 | 7 CFR 226                             | new program sponsor        | prior to participation in program | once            | hard copy by mail  | Continue         | required for federal grant |
| Child and Adult Care Food Program (CACFP) | Review On-site Visit        | for the current and previous year: Monitoring chart, Tracking of training, tier eligibility list   | 7 CFR 226                             | Other: CACFP Home Sponsor  | as needed for scheduled reviews   | every 1-3 years | electronic   | Continue         | required for federal grant |
| Claims                                    | Juvenile Home Program Claim | actual number of teachers, aides, ADM, and classrooms for each juvenile home shelter and detention | IC 282.31; IAC 281-63.19, 281-63.3(1) | AEAs                       | Annually                          | August 1        | Department portal. Financial information is harvested from the CAR to reduce duplicated reporting. | Continue         | required by state code     |

| <b>Program</b> | <b>Document</b>                         | <b>Description</b>  | <b>Authority</b>                       | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b>              | <b>Method</b>   | <b>Recommend</b> | <b>Reason</b>  |
|----------------|---|---|--|----------------------------|-----------------------------|------------------------------|---|------------------|--|
| Data           | Adquate Yearly Progress                 | Required by No Child Left Behind.   | various state and federal              | Districts                  | Annually                    | August 1, data feed from SRI | This application is a report driven off the Student Reporting in Iowa Collection. Districts need to do very little other than review the data to ensure it is correct and certify the report. | Continue         | Required by federal law and does not create additional burden for districts. |
| Data           | Career and Technical Education (in SRI) | courses in high school CTE programs; performance data on students enrolled; single parent; career and technical student organizations | IAC 281—12.5(i); Federal CTE reporting | districts; public schools  | Annually                    | Annually January - September | electronic  | Continue         | Federally required - Perkins.  |

| <b>Program</b> | <b>Document</b>      | <b>Description</b>                                     | <b>Authority</b>          | <b>Agencies Submitting</b>   | <b>Submission Frequency</b> | <b>Due Date</b>                      | <b>Method</b>   | <b>Recommend</b> | <b>Reason</b>   |
|----------------|----------------------|--|---------------------------|------------------------------|-----------------------------|--------------------------------------|---|------------------|---|
| Data           | Certified Enrollment | Used to calculate School Aid Formula for all districts | IC 257.6                  | Districts; nonpublic schools | Annually                    | Due October 15, data coming from SRI | The data is fed from the Student Reporting from Iowa collection system. | Continue         | Does not require additional data entry and is required to certify enrollment. |
| Data           | Foster Care Claim    | Required to pay districts for foster care students.    | various state and federal | districts                    | Annually                    | August 1, data feed from SRI         | The data is fed from the Student Reporting from Iowa collection system. | Continue         | Required to receive funding   |

| Program | Document                        | Description  | Authority   | Agencies Submitting                                   | Submission Frequency | Due Date   | Method  | Recommend | Reason   |
|---------|---------------------------------|--|---|---|----------------------|--|---|-----------|--|
| Data    | Student Reporting in Iowa (SRI) | Meet the various EdFacts (federal) and State reporting requirements  | 34 CFR 76.730, IC 256.9(11), IC 256.7   | districts and non-publics                             | Annually             | Collected Fall, Winter & Spring  | Data from districts is uploaded to the SRI application. | Continue  | Data elements are required for compliance with state and federal code and regulations. |
| E-rate  | Letter of Agency                | The Iowa Department of Education files an annual E-rate consortium application that is based upon an appropriation provided by the General Assembly to the Iowa Department of Education. This consortium application allows the Department to receive E-rate funding to provide 45 MBPS circuits to districts and non-public schools that connect to the Iowa Communications Network. In order to list districts and non-public schools on the E-rate application, the FCC requires evidence that these entities know and agree that they are part of the consortium filing. The evidence that establishes this authorization, and therefore establishes the relationship between the authorized person and the entities featured on the form, is generally a Letter of Agency (LOA). A Letter of Agency (LOA) for E-rate is signed by consortium members and kept on file by their consortium leader (Department) to verify their | This is based on a rule from the Federal Communications Commission and is based upon the federal Telecom Act of 1996. 1996 Act, Pub. L. No. 104-104, 110 Stat. 56. The 1996 Act amends the Communications Act of 1934, 47 U.S.C. §§ 151 et. seq For details see <a href="http://www.usac.org/sl/applicants/step02/letter-of-">http://www.usac.org/sl/applicants/step02/letter-of-</a> | districts; private schools; public schools; libraries | Every 3 years        | The letters of agency must be collected once every three years prior to the filing of the E-rate form 471 (usually that deadline is mid-March of the E-rate funding year). | hard copy by mail, pdf attached to email and/or fax     | Continue  | try not to collect by hard copy  |

| Program                | Document                                       | Description  | Authority   | Agencies Submitting       | Submission Frequency    | Due Date  | Method            | Recommend | Reason                                     |
|------------------------|--|--|-------------|---------------------------|-------------------------|---|-------------------|-----------|--|
|                        |  | knowledge of their membership and participation in the consortium.   | agency.aspx |                           |                         |   |                   |           |  |
| Finance Applications   | Non-Public School Transportation Reimbursement | Data collection - number of non-public school students transported and method of transportation (local district, parent, contractor).  | IC 286      | districts; public schools | Annually                | June 15   | DE Portal         | Continue  | Required for transportation reimbursement. |
| Financial Expenditures | School Level Expenditures                      | This is a tool that has been offered for the benefit of the districts to complete the Civil Rights reports required by the federal government. It aids the districts in determining the appropriate total net expenditures by function that should be reported on a school building level. | DE required | districts                 | not required every year | This is a tool to be used once the Certified Annual Report is complete. | Department portal | Continue  | Aids districts in reporting CRDC data      |
| Finance Applications   | Annual Transportation Report                   | Collection of all school transportation data - miles, student counts, costs.   | IC 285      | districts; public schools | Annually                | September 15  | DE Portal         | Continue  | Required by Iowa Code                      |

| <b>Program</b>                    | <b>Document</b>                                     | <b>Description</b>   | <b>Authority</b>  | <b>Agencies Submitting</b>      | <b>Submission Frequency</b> | <b>Due Date</b>          | <b>Method</b>   | <b>Recommend</b> | <b>Reason</b>                             |
|-----------------------------------|---|--|---|---------------------------------|-----------------------------|--------------------------|---|------------------|---|
| Fresh Fruit and Vegetable Program | Monthly Reimbursement Claims FFVP                   | They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed.   | Section 19 of Richard B Russell National School Lunch Act     | public elementary schools       | Monthly                     | by the 15th of the month | online thru CNP 2000  | Continue         | Required by Federal Law for reimbursement |
| Fresh Fruit and Vegetable Program | Fresh Fruit and Vegetable Program Grant Application | Applications from interested schools shall include information pertaining to the percentage of students enrolled in the school submitting the application who are eligible for free or reduced price school lunches; a certification of support for participation in the program signed by the school food manager, the school principal, and the district superintendent; a plan for implementation of the program, including efforts to integrate activities carried out to promote health and nutrition, reduce obesity, or promote physical activity; and program partnerships | National School Lunch Act Sec.19. 42 USC § 1769a (d)(1)(A)(i) | public schools; private schools | Annually                    | end of March             | The document is received hard copy by mail, as an electronic file attached to an email or as a FAX. | Continue         | Required for federal grant                |

| Program  | Document                                     | Description  | Authority       | Agencies Submitting | Submission Frequency  | Due Date                                       | Method     | Recommend | Reason           |
|--|--|--|-----------------|---------------------|-----------------------|--|------------|-----------|------------------|
| Individuals with Disabilities Education Act Part B | AEA SPP (State Performance Plan) Action Plan | If an AEA receives a determination from the DE of Needs Assistance, Needs Intervention or Needs Substantial Intervention. This determination is based on the agency's performance on the State Performance Plan indicator. The agency may be required to submit an action plan outlining why it has such a determination and what will be done to correct/improve its performance on the underperforming indicators. | IAC 281--41.603 | AEAs                | As directed by the DE | Within 90 days of receipt of AEA Determination | Electronic | Continue  | Required by IDEA |

| <b>Program</b>                                     | <b>Document</b>                        | <b>Description</b>   | <b>Authority</b> | <b>Agencies Submitting</b> | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b> | <b>Recommend</b> | <b>Reason</b>           |
|--|--|--|------------------|----------------------------|-----------------------------|-----------------|---------------|------------------|-------------------------|
| Individuals with Disabilities Education Act Part B | Appendix B Affirmation of Consultation | This document is the evidence that the AEA provides to indicate that it has held a consultation with a representative group of nonpublic districts and schools located within the boundaries of the AEA. | IAC 281--41.135  | AEAs                       | Annually                    | June 30         | Electronic    | Continue         | required by federal law |

| <b>Program</b>                                     | <b>Document</b>   | <b>Description</b>   | <b>Authority</b> | <b>Agencies Submitting</b> | <b>Submission Frequency</b>   | <b>Due Date</b>   | <b>Method</b> | <b>Recommend</b> | <b>Reason</b>          |
|--|---|--|------------------|----------------------------|---|---|---------------|------------------|------------------------|
| Individuals with Disabilities Education Act Part B | District Developed Service Delivery Plan (DDSDP)  | The DDSDP describes the manner in which the school district will deliver special education services and assure that a full continuum of potential placements is available to its children with disabilities. | IAC 281-41.408   | districts                  | A district must review, revise, and readopt its delivery system at least every five years | September 15 of a year when the district must review, revise, and readopt its delivery system (required at least every five years). | DE Portal     | Continue         | required by state code |
| Individuals with Disabilities Education Act Part C | Federal Financial Assistance for the Education of Individuals with Disabilities Under the Individuals with Disabilities Education Act Application, Amendment, and Report Form | Proposed budget and expenditures   | IAC 281-120.804  | AEAs                       | Annually  | June 15   |               | Continue         | Required by IDEA       |

| <b>Program</b>                | <b>Document</b>  | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b>               | <b>Submission Frequency</b>   | <b>Due Date</b>  | <b>Method</b>                     | <b>Recommend</b> | <b>Reason</b>   |
|-------------------------------|--|---|------------------|--|---|--|-----------------------------------|------------------|---|
| National School Lunch Program | Access Request Form and Direct Certification Assurance | submit staff member name and identify the functions of CNP system for access. Signature of staff member required for Direct Certification. Signature of authorized representative required. | DE required      | districts, public, private, RCCIs, camps | as needed   | as needed, determined by the authorized representative | faxed or electronic file attached | Continue         | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Agreement  | signature agreeing to meet all program requirements   | 7 CFR 210        | new program sponsor                      | once before starting program, all agreements are revised about every 10 - 15 years due to program changes | before starting NSLP                                   | hard copy by mail                 | Continue         | Streamline reporting as much as possible to reduce burden |

| Program                       | Document                        | Description  | Authority | Agencies Submitting                                      | Submission Frequency                         | Due Date  | Method     | Recommend | Reason  |
|-------------------------------|---------------------------------|--|-----------|--|--|---|------------|-----------|---|
| National School Lunch Program | Claim                           | the number of reimbursable meals, special milk and snacks are reported to receive payment                                | 7 CFR 210 | districts; public schools; private schools; RCCIs; camps | Monthly                                      | the 15th of each month for the month prior                          | electronic | Continue  | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Corrective Action Plan          | the SFA details how review findings will be corrected and the time line for completion                                   | 7 CFR 210 | districts; public schools; private schools; RCCIs; camps | Following an Administrative Review as needed | varies, 30 days after review report                                 | electronic | Continue  | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Financial Report                | Balance sheet with revenue and disbursements of the Non-profit school food service fund                                  | 7 CFR 210 | private schools; RCCIs                                   | Annually                                     | July 30   | electronic | Continue  | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Free & Reduced Policy Statement | outlines the School Food Authority's policy for Free and Reduced meals   | 7 CFR 245 | Districts, public, private, RCCIs,                       | once   | before starting NSLP  | hard copy  | Continue  | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Health Inspection Report        | reports the number of food safety inspections at each site   | 7 CFR 210 | districts; public schools; private schools; RCCIs        | Annually                                     | June 30th - can be submitted at any time throughout the school year | electronic | Continue  | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Menu Certification              | provide menu and nutrient analysis to demonstrate understanding and implementation of the meal pattern effective 7/1/12. | 7 CFR 210 | districts; public schools; private schools;              | Once only                                    | all SFAs to be completed by 6/30/15. The local                      | electronic | Continue  | Streamline reporting as much as possible to reduce burden |

| Program                       | Document                      | Description   | Authority | Agencies Submitting   | Submission Frequency       | Due Date   | Method     | Recommend | Reason  |
|-------------------------------|-------------------------------|---|-----------|---|----------------------------|--|------------|-----------|---|
|                               |                               |   |           | RCCIs   |                            | agency decided if they wanted to apply in the 12-13 year.      |            |           |   |
| National School Lunch Program | Off-site review questionnaire | This is a new document with the revised USDA NSLP administrative review process going into effect the 13-14 school year. It is a decision tool for identifying need for a more comprehensive review on-site. There will be an off-site pre-visit questionnaire which has questions on these areas: meal access and reimbursement, nutritional quality and meal pattern, resource management, general program compliance, other federal child nutrition programs | 7 CFR 210 | Districts, public, private, RCCIs   | at a minimum every 3 years | 4-6 weeks prior to the scheduled on-site Administrative Review | electronic | Continue  | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program | Program Application           | This document collects contact information, program participation for Lunch, Breakfast, special Milk and Afterschool snack, pricing, detailed sites, grades, months participating, School Food Authority profile, certification statement, competitive food information, Food Service Management, wellness policy, HACCP, method of counting, offer vs serve, attached are Attestation statement for the new meal pattern, and Price Lunch Equity tool,         | 7 CFR 210 | districts; public schools; private schools; residential childcare institutions; camps | Annually                   | mid-August   | electronic | Continue  | Streamline reporting as much as possible to reduce burden |

| <b>Program</b>                | <b>Document</b>             | <b>Description</b>  | <b>Authority</b> | <b>Agencies Submitting</b>   | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b> | <b>Recommend</b> | <b>Reason</b>   |
|-------------------------------|-----------------------------|---|------------------|--|-----------------------------|-----------------|---------------|------------------|---|
| National School Lunch Program | Verification Summary Report | enrollment, number of students qualified and free, reduced and method of qualifying, number of applications verified and resulting change in benefits | 7 CFR 245        | districts; public schools; private schools; residential childcare institutions | Annually                    | early February  | electronic    | Continue         | Streamline reporting as much as possible to reduce burden |

| <b>Program</b>   | <b>Document</b>                   | <b>Description</b>   | <b>Authority</b>  | <b>Agencies Submitting</b>   | <b>Submission Frequency</b> | <b>Due Date</b>   | <b>Method</b>                                       | <b>Recommend</b> | <b>Reason</b>   |
|--|-----------------------------------|--|---|--|-----------------------------|-------------------|---|------------------|---|
| National School Lunch Program; National School Breakfast Program; Afterschool Snack Program; Special Milk Program; Summer Food Service Program | annual application on CNP         | Provides information on contacts, program participation, agreement to follow program rules, meal prices, meal patterns, etc.   | DE required   | districts; public schools; private schools   | Annually                    | End of July       | The application is entered on the DE website/portal | Continue         | Streamline reporting as much as possible to reduce burden |
| National School Lunch Program; School Breakfast Program; Special Milk Program  | monthly reimbursement claims NSLP | They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after site reviews are completed. | 7 CFR 210, 215 & 220 for monthly & 34 CFR 256 for quarterly | public schools; private schools; RCCIs; State Institutions; Summer Camps; Year Round Camps | Monthly                     | 15th of the month | online thru CNP 2000                                | Continue         | Streamline reporting as much as possible to reduce burden |

| Program  | Document                                | Description   | Authority  | Agencies Submitting                    | Submission Frequency  | Due Date          | Method  | Recommend | Reason  |
|--|---|---|--|--|---|-------------------|---|-----------|---|
| Nutrition and Health Services  | Claims with child care food information | To pay for food services  | CACFP Food   | Child day cares                        | Monthly   | 1st of the month  | A warrant (either a live or a direct deposit) is mailed out to vendor | Continue  | Streamline reporting as much as possible to reduce burden |
| OMB Circular A-133 Federal and State program Oversight - Audit Report Collection | Independent Audit Reports               | A copy of the Independent Auditor's Report is to be submitted. This will be done by either the District's or AEA's Independent Auditors or by the district or AEA.  | IC 11.6, IC 423F.5; IAC 281-99.2, IAC 281-81; OMB Circular A-133 | AEAs; districts; independents auditors | Special audits for Districts and AEAs are also required to be submitted timely. | March 31          | Primarily attachment to email, but a few are received by hard copy.   | Continue  | Required by federal law.                                  |
| Reorganization Progress Report   | Reorganization Progress Report          | Collect data showing progress or lack thereof toward reorganization of districts that had passed a resolution to study reorganization with each other, to occur by 7/1/14, and that wish supplementary weighting for the effort | IAC 281 - 97.5(6)  | districts                              | Annually  | August 1          |   | Continue  |   |
| School Association Reporting   | School Association Reporting            | Requires school boards to report information about local, regional, and national organizations that the school board joins which directly relate to the functions of the board of directors.                                    | IC 279.38 and IC 279.38A   | AEAs; districts                        | Annually  | November 15, 2013 | EdInfo or Department portal   | Continue  | required and provides transparency                        |

| Program                        | Document   | Description  | Authority   | Agencies Submitting             | Submission Frequency   | Due Date                   | Method  | Recommend | Reason                 |
|--------------------------------|--|--|---|---------------------------------|--|----------------------------|---|-----------|------------------------|
| School Boards                  | School Board Officers; email distribution lists are pulled from this information | school board officers - contact info, term<br>CFO/SBO Bldg and Grounds director<br>Transportation director<br>Auditor Accounting<br>Software Provider  | IC 291.11 for president, treasurer and secretary; IAC 281-99.2(1) and (2)   | AEAs; districts                 | annually and any time there is a change  | November 1                 | Department portal   | Continue  | Required by Iowa Code  |
| School Budget Review Committee | Corrective Action Plan   | If a district exceed its spending authority limits, the SBRC requires of the district a corrective action plan, demonstrating the district's plan to spend within the limit.   | IC 257.31(18 ); IAC 289 - 6.5(3)  | districts                       | Usually once in the fall but may have to resubmit, if not complete or not acceptable to the SBRC | December SBRC hearings     |   | Continue  | required by state code |
| School Budget Review Committee | Hearing exhibits   | Various. Any district may be required to appear or provide information to the SBRC. Some are corrective action plans, some are requests for MAG, etc.  | IC Ch 24, 256, 256B, 257, 260C, 280, 282, 292, 296, 298, 321, 423E; IAC 289 | AEAs; districts; state agencies | As hearings are requested or required  | One month prior to hearing | Primarily attachment to email, but a few are received by hard copy. | Continue  | required by state code |
| School Budget Review Committee | SBRC Administrative Costs Charged to Special Education                           | If districts plan to charge or bill special education administrative costs to the special education program, they must complete the SBRC Administrative Cost Application. The district must present evidence of unusual circumstances that would justify charging administrative costs to the special education program. | IC 257.31   | districts                       | Annually   | February 1                 | Through the DE Portal   | Continue  | required by state code |

| Program                         | Document  | Description  | Authority   | Agencies Submitting       | Submission Frequency | Due Date  | Method | Recommend | Reason                    |
|---------------------------------|---|--|---|---------------------------|----------------------|---|--------|-----------|---------------------------|
|                                 |   | The School Budget Review Committee may authorize such expenditures if certain criteria is met.                                     |   |                           |                      |   |        |           |                           |
| School Budget Review Committee  | SBRC Application  | Districts indicate the amount of modified allowable growth being requested of the SBRC, as calculated through the SRI upload       | IC 257.13   | districts                 | Annually             | December 1  |        | Continue  | required by state code    |
| School Improvement Grants (SIG) | Iowa Department of Education School Improvement Grant (SIG) Annual Report | Requirements: Report on implementation of the SIG model, progress on annual goals, final report of expenditures, budget amendments | 75 FR 6646 (October 28, 2010); §1114 of the ESEA; Office of Management and Budget (OMB) Circular A-87 | districts; public schools | Annually             | Implementation of the SIG mode is due May 30, Progress on annual goals, grant amendments, report of expenditures, and budget amendments is due July 15. | email  | Continue  | required by federal grant |

| <b>Program</b>                                       | <b>Document</b>   | <b>Description</b>   | <b>Authority</b>             | <b>Agencies Submitting</b>                          | <b>Submission Frequency</b> | <b>Due Date</b>                                       | <b>Method</b>  | <b>Recommend</b> | <b>Reason</b>                           |
|--|---|--|------------------------------|---|-----------------------------|---|--|------------------|---|
| Schools/Districts in Need of Assistance (SINA/DINA ) | Schools and districts in need of assistance plan. Schools in need of assistance annual budgets. | Annual 2-year plan for schools and districts in years 1 and 2 and corrective action/restructuring plan for schools/districts years 3 and above as defined by law. Districts are also required to submit budgets for the schools in need of assistance. | NCLB                         | districts; public schools                           | Annually                    | typically November 1                                  | SINA plan is electronic via C-Plan and the SINA budget is electronic via the Title I application | Continue         | required by federal law                 |
| Shared Visions Parent Support Programs               | Application, Year End Report  | Application included proposed budget and year end report provided demographic and services data for families and their young children (ages birth - 3 years)   | IC 279.51; IAC 281—67.1 - 22 | AEAs; districts; Community Action Agency; HeadStart | Annually                    | Application due July 15th Year End Report Due Sept. 1 | The annual report is posted on the DE website and shared with the DE legislative liaison staff.  | Continue         | try to streamline reporting if possible |

| <b>Program</b>                   | <b>Document</b>                         | <b>Description</b>   | <b>Authority</b>                     | <b>Agencies Submitting</b>   | <b>Submission Frequency</b> | <b>Due Date</b>                   | <b>Method</b>   | <b>Recommend</b> | <b>Reason</b>                           |
|----------------------------------|---|--|--------------------------------------|--|-----------------------------|-----------------------------------|---|------------------|---|
| Shared Visions Preschool Program | Application and End of Year Data Report | Application collects contact information, proposed budget and inkind requirement, program summary and service plan for preschool children ages 3, 4 and 5, and certifies acknowledgement of program assurances. Year-End Reports include quarterly finance reports, program service descriptions, staff and classroom information, professional development, community resource data, and inkind requirements. | IC 256A.3, 279.51; IAC 281—64.1 - 26 | AEAs; districts; Community Action Agencies; Head Start; non-profit child care/preschools | Annually                    | generally by September 15         | electronic file - the application is collected in <a href="http://www.IowaGrants.gov">www.IowaGrants.gov</a> and the year-end report is collected in the DE Secure Reporting Site | Continue         | try to streamline reporting if possible |
| Site Visit Compliance            | Document Review Checklist               | Hard copy or on-line submission of selected Chapter 12 and non Chapter 12 requirements   | IAC 281-12.8(4)(a)(2)                | districts; public schools; private schools   | Every 5 years               | One month prior to the site visit | DE Portal   | Continue         | required by state code                  |

| Program                      | Document  | Description   | Authority                            | Agencies Submitting             | Submission Frequency   | Due Date                 | Method  | Recommend | Reason   |
|------------------------------|---|---|--------------------------------------|---------------------------------|--|--------------------------|---|-----------|--|
| Site Visit Compliance        | Site Visit Compliance                               | Corrective Action Plan and documentation  | IC 256.11(10); IAC 281-12.8(4)(a)(2) | public schools; private schools | After a site visit in which non-compliances are identified. Usually once every 5 years | As actions are completed | Plan is entered into a DE maintained website. Documentation supporting compliance is usually submitted via email. | Continue  | required by state code                                       |
| Special Education Compliance | I-STAR IEP File Review (web-based program)          | IEP reviews with possible CAP   | IAC 281-41.149; 256B; 34CFR300       | AEAs; districts                 | Annually   | In the spring            | It is received via electronic file attached to email.   | Continue  | required by federal law                                      |
| Special Education Supplement | Special Education Supplement LEA and AEA to the CAR | Provides end of the year Special Education Revenues and Expenditures for the LEAs and AEAs. | IC 257.31(14)                        | AEAs; districts                 | Annually   | September 15             | Through the DE Portal   | Continue  | Required by Iowa Code and to demonstrate federal compliance. |

| Program                               | Document                                     | Description  | Authority                                | Agencies Submitting                                | Submission Frequency  | Due Date      | Method   | Recommend | Reason                     |
|---------------------------------------|--|--|--|--|---|---------------|--|-----------|----------------------------|
| Statewide Voluntary Preschool Program | Early Childhood Web Application              | Corrective Action Plan- districts who received an on-site IQPPS verification visit DE uses this information to monitor teacher endorsement, instructional hours, collaboration with other community-based agencies   | IC 256C, IAC 281-16.16.5, 281-16.13      | districts; public schools                          | Annually  | fall          | Electronic   | Continue  | required by state code     |
| Student Curriculum Plan               | Student Curriculum Plan (I Have A Plan Iowa) | The district must submit data to show that all students 8th to 12th grades have completed the required steps of the Student Curriculum Plan. Data for districts that complete within the www.IHaveAPlanIowa.gov website is auto sent from the website so they do not need to do anything. However, if they have students who complete through alternate means according to their IEP, the district can get a form from the DE website to report that. Districts that use a different way to complete this requirement must fill out a spreadsheet for each grade and send it to me by June 15th each year. | IC 279.61                                | districts  | Annually  | June 15       | Sent by email from Iowa College Aide. Schools that do not use IHAPI send their information in a spreadsheet as an email attachment and it is put into the spreadsheet form Iowa College Aide | Continue. | Required by Iowa Code.     |
| Summer Food Service Program           | Monthly Reimbursement Claims SFSP            | They are submitted to DE online and reviewed by the program consultants who assure regulations and policies are kept and assure adjustments are made after   | 7 CFR 225 for monthly and 34 CFR 256 for | districts; churches; youth groups; senior centers; | monthly for claims and I prepare quarterly financial report | 15th of month | Online thru CNP 2000   | Continue  | Required for federal grant |

| Program                     | Document  | Description  | Authority   | Agencies Submitting  | Submission Frequency | Due Date   | Method   | Recommend | Reason                     |
|-----------------------------|---|--|---|--|----------------------|------------|--|-----------|----------------------------|
|                             |   | site reviews are completed.  | quarterly financial   | camps; Salvation Army  |                      |            |  |           |                            |
| Summer Food Service Program | Summer Food Service Program Sponsor & Site Applications | The application shall include documentation of site eligibility; proposed budget; site information with system for serving meals, estimated number and types of meals to be served, times of meal service, arrangements for inclement weather, type of site (rural or urban); if meals are self-prepped or vended, staffing and monitoring plans, etc. | National School Lunch Act Sec. 13. [42 U.S.C. 1761]; 7CFR 225.14(a) | public schools; private schools; private, non-profit organizations; public or nonprofit, private summer camps; state, local, municipal, or county governments; Upward Bound programs; colleges or universities participating in the National Youth Sports Program (NYSP) | Annually             | end of May | The document is received electronically via the CNP2000. | Continue  | Required for federal grant |

| <b>Program</b>   | <b>Document</b>   | <b>Description</b>  | <b>Authority</b>                          | <b>Agencies Submitting</b>                                      | <b>Submission Frequency</b>   | <b>Due Date</b>   | <b>Method</b>  | <b>Recommend</b> | <b>Reason</b>              |
|--|---|---|---|---|---|---|--|------------------|----------------------------|
| Supplementar<br>y Weighting  | Regional<br>Academy<br>Application<br>and Funding<br>Agreement  | Application to get SW   | IC 257.11,<br>261E; IAC<br>281-97         | districts   | once unless<br>change<br>partners or<br>terms   | Sept 1 for<br>application<br>and Oct 1<br>for funding<br>agreement  | Primarily<br>attachment<br>to email, but<br>a few are<br>received by<br>hard copy.                                       | Continue         | Required by Iowa<br>Code   |
| Supplementar<br>y Weighting  | Whole Grade<br>Sharing Joint<br>Employment<br>Application   | Districts can't have WGS<br>SW funding without<br>applying. DE makes<br>decision based on data  | IC 257.11;<br>IAC 281-<br>97              | districts   | Once  | July 1,<br>2013   | Primarily<br>attachment<br>to email, but<br>a few are<br>received by<br>hard copy.                                       | Continue         | Required by Iowa<br>Code   |
| Title II Part<br>A, Improving<br>Teacher<br>Quality Title<br>and Part B,<br>Math and<br>Science<br>Partnership | Title II A:<br>Application,<br>End of the<br>Year data<br>Report Title II<br>B: Online<br>Annual Report | Title II A: Proposed budget,<br>Expenditures Title Ii B:<br>Annual report, PD<br>provided, proposed budget<br>and Expenditures, Data,<br>Outcomes | 84.367;<br>non-<br>regulatory<br>guidance | districts;<br>public<br>schools;<br>private<br>schools;<br>IHEs | It depends on<br>the Program;<br>it could be<br>annually<br>(Title II B) or<br>it could be on<br>a monthly,<br>quarterly or<br>annual basis<br>(title II A) | It depends<br>on the<br>program:<br>Title II A:<br>will be<br>required on<br>a quarterly<br>or trimester<br>basis Title<br>II B: on an<br>annual<br>basis | Grant<br>applications<br>are received<br>via mail and<br>email,<br>annual<br>reports are<br>submitted<br>electronically. | Continue         | Required by<br>federal law |

| Program        | Document                       | Description  | Authority   | Agencies Submitting   | Submission Frequency | Due Date                    | Method                    | Recommend | Reason  |
|----------------|--------------------------------|--|---|---|----------------------|-----------------------------|---------------------------|-----------|---|
| Transportation | Driver Authorization           | All bus drivers must get a permit issued by the Department of Education  | various state and federal   | Districts, non-public schools, regional transit agencies  | Ongoing              | Ongoing throughout the year | DE Portal                 | Continue  | Required to monitor issuing of permits                        |
| Transportation | Transportation Nonpublic Claim | District receive payments for transporting non-public students   | various state and federal   | Districts; nonpublic schools  | Annually             | June 15                     | DE Portal                 | Continue  | Required to process transportation payments.                  |
| Transportation | Transportation Vehicles        | Bus information. Part of the inspection process  | various state and federal   | Districts; nonpublic schools; regional transit systems  | Ongoing              | Ongoing throughout the year | DE Portal                 | Continue  | Required for bus inspection.                                  |
| USDA Foods     | Contracted Storage Review Date | Tell me the name and date of when they completed an onsite review of contracted warehouse.                                       | CFR 250.14 (c)  | AEAs; public schools; private schools; RCCIs  | Annually             | Spring time                 | over the phone or emailed | Continue  | required by federal law                                       |
| USDA Foods     | Net Off Invoice Allocations    | dollars allocated to this program, along with pounds of USDA food Food Service Directors wish to be allocated to food processors | To determine the dollar value that School Food Authorities would like to allocate to this program (from their USDA Foods Entitlement Budget). | only those public schools, private schools and AEAs who elect to participate in this program are required to submit | Annually             | March                       | By email                  | Continue  | must be continued to ensure continued provision of food items |

| Program    | Document  | Description  | Authority  | Agencies Submitting                          | Submission Frequency                 | Due Date                  | Method  | Recommend | Reason  |
|------------|---|--|--|--|--------------------------------------|---------------------------|---|-----------|---|
| USDA Foods | Order Form  | Online order submission by RAs.  | Data is collected to determine which USDA foods to delivery to what school food authorities . School food authorities have the ability to determine how much and what types of foods they receive. | AEAs; public schools; private schools; RCCIs | 6 times per school year              | 1 week after being posted | online ordering web application through portal      | Continue  | must be continued to ensure continued provision of food items |
| USDA Foods | USDA Foods Shipment Received Over, Short and/or Damaged | To report if they received too much, too little, or damaged USDA Foods on each delivery. | Data is collected so that we can accurately represent the value of USDA Foods the SFA receives for their End of Year Report  | AEAs; public schools; private schools; RCCIs | As needed, as most as 6 times a year | As needed                 | can be hard copy, faxed, emailed, or over the phone | Continue  | must be continued to ensure continued provision of food items |

| <b>Program</b> | <b>Document</b>   | <b>Description</b>  | <b>Authority</b>  | <b>Agencies Submitting</b>                   | <b>Submission Frequency</b> | <b>Due Date</b> | <b>Method</b>                                       | <b>Recommend</b> | <b>Reason</b>  |
|----------------|-------------------|---|---|--|-----------------------------|-----------------|---|------------------|--|
| USDA Foods     | USDA Foods Survey | To request which of 180 USDA Food items to have in the warehouse. | Data is collected to guide the ordering practices of the state agency. USDA desires request driven ordering practices | AEAs; public schools; private schools; RCCIs | Annually                    | Late winter     | can be hard copy, faxed, emailed, or over the phone | Continue         | helpful to allow schools to determine which foods they receive |

## Appendix B: Survey of Stakeholders

The survey was sent to stakeholders in the following school districts to provide further feedback with which the task force finalized its report to the State Board of Education: Norwalk, Interstate 35, Martensdale-St. Mary's, Southeast Warren, Belmond-Klemme, Clearfield, Mount Pleasant, Perry, Collins-Maxwell, Carroll, Ogden, Gilbert, Roland-Story.

### Stakeholder Survey

The School District Reporting Requirement Task Force was established by HF 215 of the 2013 legislative session. Section 106 of HF 215 established the task force, required the Iowa Department of Education to compile a list of reports that school districts are required to submit to the department biennially or more frequently, and required the Department to submit the list to the task force for consideration.

The task force was then required to review the list of required reports and make a written recommendation to the State Board of Education to continue, modify, or eliminate each requirement.

The task force has elected to survey a specific group of stakeholders for their input concerning report and data requirements. The feedback gathered from this survey will be compiled in an additional report sent to the State Board of Education.

#### **1. What information redundancies have you encountered for any of the following? Can you give specific examples?**

|   |                      |
|---|----------------------|
| Certified Annual Report   | <input type="text"/> |
| C-Plan (Annual Progress Report, Comprehensive School Improvement Plan, District Developed Service Delivery Plan, Iowa Core Implementation Plan) | <input type="text"/> |
| Fall BEDS (Basic Educational Data Survey)   | <input type="text"/> |
| IDEA (Individuals with Disabilities Education Act)  | <input type="text"/> |
| Perkins Career & Technical Education  | <input type="text"/> |
| School Nutrition  | <input type="text"/> |
| Special Education Supplement  | <input type="text"/> |
| Spring BEDS (Basic Educational Data Survey)   | <input type="text"/> |
| SRI (Student Reporting in Iowa)   | <input type="text"/> |
| Title I   | <input type="text"/> |

**2. Use this space for additional comments concerning reporting redundancies.**

**3. What are the specific issues you have encountered while trying to submit information for any report using an electronic system? What is the most inconsistent or difficult system?**

|   |                      |
|---|----------------------|
| Certified Annual Report   | <input type="text"/> |
| C-Plan (Annual Progress Report, Comprehensive School Improvement Plan, District Developed Service Delivery Plan, Iowa Core Implementation Plan) | <input type="text"/> |
| Fall BEDS (Basic Educational Data Survey)   | <input type="text"/> |
| IDEA (Individuals with Disabilities Education Act)  | <input type="text"/> |
| Perkins Career & Technical Education  | <input type="text"/> |
| School Nutrition  | <input type="text"/> |
| Special Education Supplement  | <input type="text"/> |
| Spring BEDS (Basic Educational Data Survey)   | <input type="text"/> |
| SRI (Student Reporting in Iowa)   | <input type="text"/> |
| Title I   | <input type="text"/> |

**4. Use this space for additional comments concerning submission issues.**

**5. Do you believe that you and your coworkers have been adequately educated on the purpose of the information that is required of you? What resources would be helpful for increasing your knowledge?**

**6. What one requirement is the most burdensome to you and your school? Why?**

## Stakeholder Survey

**7. Do you have any ideas for improvement or general recommendations you would like the Task Force to consider including in its report to the State Board of Education?**

Thank you for completing this survey.

## Appendix C: Stakeholder Input

### **Do you have any ideas for improvement or general recommendations?**

“Combine reports and not have so many due at the same time.” – Collins-Maxwell Baxter CSD

“Raise the level of DE support so it balances the compliance role of the department of education. With clear expectations and frequent training we can partner more efficiently.” – Sioux City CSD

“The DE has improved LEA data reporting significantly over the past 5 years. The electronic reporting has become more efficient, consistent and predictable. I would recommend that the DE move to one statewide software for local student accounting. I would also recommend that we move to implement a state reporting system that links the teacher's IPDP to the district C-Plan.” – Norwalk CSD

“More programming support for the DE would be helpful. The root of many of these issues stem from lack of technology resources, such as skilled programmers who have an understanding of how things work in the LEAs.” – Heartland AEA

### **What specific information redundancies have you encountered while entering data requested or required by the DE?**

#### C-Plan

“There were a variety of redundancies in the C-Plan. It was a very good first run, but revisions in the next few iterations should help. Also, the DDS DP seemed like an additional report as opposed to a component of the C-Plan. The initial Iowa Core Plan did not seem connected to the C-Plan.” – Heartland AEA

“Questions in the Iowa Core plan, SINA plan, and CSIP are sometimes redundant, specifically as it relates to professional development.” – Keystone AEA

“There is overlap in nearly all reporting. The C-Plan was supposed to consolidate and make reporting easier, but areas continue to be added that are also found in nearly every other major report including SRI, BEDS, Title I and the CAR.” – Martensdale-St. Marys CSD

#### Title I

“Budget redundancies. Sections of the Title I interface must correlate to the budget, however they do not auto-fill.” – Sioux City CSD

### Special Education Supplement

“Financials are on the CAR also, but come across to SES.” – Gilbert CSD

**What specific issues have you encountered while submitting information using an electronic system?  
What is the most inconsistent or difficult system?**

### C-Plan

“System would not save information. There were corrections to this plan as time went on to make it better.” – Heartland AEA

### Fall BEDS

“Issues even logging in using Firefox. Had to go through EdInfo instead of EdPortal.” – Martensdale-St. Marys CSD

“Inability to load assignments until salary data is loaded.” – Norwalk CSD

### Perkins Career and Technical Education

“Finding the report.” – Norwalk CSD

### Special Education Supplement (SES)

“Other schools not entering data timely, web pages not responding.” – Norwalk CSD

### Certified Annual Report (CAR)

“This along with the SES was the most difficult system for us as an AEA. The system was down on the day the CAR was due. This made it difficult to complete on time.” – Grant Wood AEA

### Student Reporting in Iowa (SRI)

“Other schools not entering data timely, verifying student enrollment status.” – Norwalk CSD

### Title I

“Student data should be available with Fall BEDS.” – Norwalk CSD

“Formula issues.” – Sioux City CSD

#### Other Comments

“Usually we can’t get [these sites] until just before they are due.” – Collins-Maxwell Baxter CSD

“If some of the IPERS or FICA formulas are not correct it will not save the changes made in any part of the document.” – Sioux City CSD

#### **Do you believe that you and your coworkers have been adequately educated on the purpose of the information that is required of you? What resources would be helpful for increasing your knowledge?**

“We do get education but every little change takes our time away from the office to learn those changes. It would be nice to have some consistency for at least a couple of years.” – Collins-Maxwell Baxter CSD

“I don’t believe a 1 hour meeting once a year is enough to support schools in working with Title I funds. I would like to know what other schools are doing to provide services as well as what the DE guidance is from the federal government.” – Sioux City CSD

“The level of understanding is very limited from administration to the clerical person entering the data. A brief explanation of why the DE is collecting the data and how the data will be used would be helpful to persons responsible for providing the data.” – Norwalk CSD

“No. A short primer document that would explain the history and purpose of each report as well as its intended use of the data derived from the reports would be helpful.” – Heartland AEA

“Yes, I do believe that we know the purpose of the data/information being requested. Continued regional meetings/webinars to update and remind annually is good.” – Keystone AEA

“Not really. We are told to complete the reports. We don’t really know where the information goes. A reference page on the website would be good for reference information.” – Gilbert CSD

“More training is always a plus but those surveyed understand purpose of the information.” – Grant Wood AEA

## **What requirement is the most burdensome to you and your school?**

“School association reporting and ARRA assurances.” – Collins-Maxwell Baxter CSD

“Having frequent revisions and late SINA that are not accurate create difficulties in following the NCLB requirements.” – Sioux City CSD

“Determining instructional costs for special education students. So much of the determination is subjective and all of we do not have software that is able to determine individual student instructional costs.” – Norwalk CSD

“Since there were multiple people doing various reports it is difficult for me to answer which is the most burdensome. As a whole, the wide variety of reports and the mechanisms to collect info seem disjointed. A move to a more user-friendly system that incorporates all of the reports in a similar format would be helpful. It seems different reports had different programmers and this was evident in the ease of use by the end user.” – Heartland AEA

“Feedback from staff indicates that the bulk of the responsibility for doing the reporting for C-Plan falls on one person with summer being the prime time for that to be completed (when off contract).” – Keystone AEA

“The C-Plan, although several fall into this category. The redundancy is frustrating and we question why some of the information is collected.” – Martensdale-St. Marys CSD

“Timing for all the reports. September 15 is very difficult as it is first new payroll, all new hire info, new board members, and all the reporting. It gets done, but this is a very stressful time.” – Gilbert CSD

“We can accomplish everything required but becomes burdensome when systems don't work properly, i.e. data is not saved, system is down, etc.” – Grant Wood AEA